Organizational Orientation Quality Survey

The sole purpose of this survey is to continually seek improvements in our orientation processes. Orientation should provide pertinent information for new employees so they may feel confident and acclimated to their new environment. Information contained in this survey is **completely confidential**. Please send your completed survey to Human Resources via interoffice mail.

Orientation Date: _____

Do you understand the difference between public and private employment?　　　Yes　　No
If no, explain what would have helped: _____

Do you understand the importance of quality customer service?　　　Yes　　No
If no, explain what would have helped: _____

Do you feel welcome to approach the Human Resources staff?　　　Yes　　No

Do you understand the City's policy regarding discrimination?　　Yes　　No

Do you understand the City's policy regarding workplace violence and harassment?　　　Yes　　No

Do you know what to do in the event that discrimination, violence, or harassment occurs? Yes　　No

Do you know where to go for job-related injuries for medical attention?　　Yes　　No

Do you know whom to contact in the event of an injury or accident?　　Yes　　No

Do you understand the City's policy on e-mail use?　　　Yes　　No

Do you understand the City's policy on Internet use?　　　Yes　　No

Are you aware that your Internet usage is randomly monitored?　　Yes　　No

Do you understand the information provided regarding your benefits?　　Yes　　No

Do you feel that there was information that could have been explained more thoroughly?　Yes　　No

　　　If so, please list:_____
　　　_____

Did the Orientation staff answer your questions sufficiently?　　　Yes　　No

Did you feel welcome to ask questions during the orientation session?　　Yes　　No

Do you understand the organization of Divisions and Departments within the City?　　　Yes　　No

What information/activities assisted you in understanding your role in City employment?
_____
_____

What information/activities could have been provided to make this understanding clearer?
_____
_____

Please feel free to provide suggestions for improving the quality of the orientation process.
_____
_____
_____
_____